


16 April 1985

NOTE FOR: CIPC Staff

FROM:


Executive Secretary

SUBJECT: Secretarial Assignments

1. During the interim period that we are limited to three secretaries, the following are the secretarial assignments:

Jane

Bob
Ray
Committee

Goldie

Paul
George
Willi

B.J.

Ed

2. Relief is on its way. It is presently unknown when the new secretary will arrive, however, she is being processed.

3. New subject--The attached note is still in effect and your cooperation is required to ensure that it is complied with.

Attachment: As stated

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Critical Intelligence Problems Committee

Office of the Chairman

19 September 1984

NOTE FOR: CIPC Staff

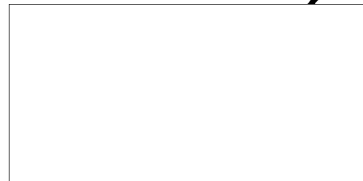
FROM:

VC/CIPC

SUBJECT: Correspondence

1. Effective immediately, all official correspondence (including MFRs) originated by the staff should be coordinated with the VC/CIPC and ES/CIPC.

2. In order to facilitate review and coordination, your proposed correspondence should be provided to the ES/CIPC in draft with a recommended distribution list.



cc: ES/CIPC

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